

~~Security Information~~

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ANNEX D

MEMORANDUM FOR: CHIEF OF ADMINISTRATION/DD/P

SUBJECT: Request for Authorization of Funds for Non-CIA
Training outside the U.S.

REFERENCES:

25X1A

1. It is requested that funds be authorized for non-CIA training to be received outside the United States, as follows:

- a. Name of Trainee: (True name preferred. If pseudonym is used, add (P) after name)
- b. Type of Training: (If a language, specify which one, and whether or not trainee has any prior knowledge of the language)
- c. Amount of Training: (Number of hours, semester hours, etc.)
- d. Rate of Training: (For example, 10 hours per week)
- e. Duration of Training: (Approximate starting and ending dates)
- f. Total Cost: (Authorization based on this memo will not exceed \$250 per fiscal year)

2. The proposed training is necessary in the interest of CIA because (Agency funds can only be authorized if the training is essential for adequate performance of the assignment.)

Chief, _____ Division

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